

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1 OF 106	
2. CONTRACT (Proc. Inst. Ident.) NO. DTFAWA-10-D-00030		3. EFFECTIVE DATE 06/29/2010		4. REQUISITION/PURCHASE REQUEST/PROJECT NO. NA		
ISSUED BY Contract Systems Support Branch Federal Aviation Administration 800 Independence Avenue SW Washington DC 20591		CODE ASU0370-ARA	6. ADMINISTERED BY (If other than Item 5) Contract Systems Support Branch Federal Aviation Administration 800 Independence Avenue SW Washington DC 20591		CODE ASU370-ARA	
7. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Booz Allen Hamilton Inc. 8283 Greensboro Drive McLean, VA 22102				8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)		
				9. DISCOUNT FOR PROMPT PAYMENT NET 30		
				10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN		
CODE		FACILITY CODE		ITEM 5		
11. SHIP TO/MARK FOR		CODE		12. PAYMENT WILL BE MADE BY Federal Aviation Administration, Accounts Payable, AMZ-110 PO Box 25710 Oklahoma City, OK 73125		
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()				14. ACCOUNTING AND APPROPRIATION DATA TO BE CITED ON EACH INDIVIDUAL ORDER		
15A. ITEM NO.	15B. SUPPLIES/SERVICES		15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	Continued...15G THE TOTAL ESTIMATED POTENTIAL VALUE UNDER THIS CONTRACT SHALL NOT EXCEED \$711,779,836.02					
15G. TOTAL AMOUNT OF CONTRACT						\$
16. TABLE OF CONTENTS						
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES		
<input checked="" type="checkbox"/>	A	SOLICITATION/CONTRACT FORM	2	<input checked="" type="checkbox"/>	I	CONTRACT CLAUSES
<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS	7	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.		
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECS./WORK STATEMENT	19	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS
<input checked="" type="checkbox"/>	D	PACKAGING AND MARKING	1	PART IV - REPRESENTATIONS AND INSTRUCTIONS		
<input checked="" type="checkbox"/>	E	INSPECTION AND ACCEPTANCE	1		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS
<input checked="" type="checkbox"/>	F	DELIVERIES OR PERFORMANCE	2		L	INSTRS., CONDS., AND NOTICES TO OFFERORS
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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE						
17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <u>1</u> copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the terms listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.		
19A. NAME AND TITLE OF SIGNER (Type or Print) James Manchir, Senior Vice President				20A. NAME OF CONTRACTING OFFICER Sue Handy		
NAME OF CONTRACTOR James Manchir		19C. DATE SIGNED 6/29/10		20B. UNITED STATES OF AMERICA BY <u>Sue Handy</u>		20C. DATE SIGNED 6/29/2010
(Signature of person authorized to sign)				(Signature of Contracting Officer)		

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED DTFAWA-10-D-00030
NAME OF CONTRACTOR Booz Allen Hamilton Inc. (the Contractor")	

Contract to provide a broad range of Systems Engineering, Investment and Business Case Analysis, Planning, Forecasting and Business/Financial/Information Management support services.

The Contractor's submissions in response to SIR DTFAWA-09-R-SE2020-SIR2FO, including but not limited to: Oral Presentations, Core Capabilities, Task Order Management; and responses to clarifications, are hereby incorporated into the contract in their entirety.

Period of performance: 06/29/2010 to 06/28/2015.

Attention consignee(s): This award has been marked for 3-way matching. You must perform acceptance in PRISM in order for the vendor to be paid.

In accordance with Clause 3.3.1-14, limitation of funds (April 1996), the total estimated potential value under this contract shall not exceed \$711,779,836.02.

Funding will be cited on each individual task order.

The obligation for this award is shown in box 15G.

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PART I - SECTION B SUPPLIES/SERVICES AND PRICES/COST

B.1 CONTRACT TYPE

- (a) This contract is a Cost Plus Fixed Fee, Level of Effort, Task Order, Term Contract. The FAA reserves the right to issue task orders ("Task Orders" or "TOs") of any type appropriate for the work covered by the Task Order. This includes fixed-price, labor hour/time & material, as well as cost-plus Task Orders. This also includes Task Orders with incentive or award fee components. Section B will be adjusted to reflect any such Task Orders issued under this contract.
- (b) The FAA anticipates that the majority of the issued Task Orders will be of the cost-reimbursement type. A cost-reimbursement fixed-fee contract provides for payment to the Contractor of a fee that is fixed at the inception of the contract. The fixed fee does not vary with actual cost, but may be adjusted as a result of changes in the work to be performed under the contract.

B.2 GENERAL

The Contractor must provide all management, supervision, labor, facilities, equipment, material supplies, and services (except as may be expressly set forth in this contract as furnished by the Government) and otherwise do all things necessary for, or incident to, the performance of the requirements set forth in Section C of this contract, as incrementally requested and authorized in the form of individually issued Task Orders.

B.3 ESTIMATED LEVEL OF EFFORT REQUIRED

In accordance with Section B.7, Level of Effort, the Contractor must be able to provide the following Not-to-Exceed (NTE) Direct Labor Hours (DLH):

<u>Performance Period</u>	<u>Not-to-Exceed DLH</u>
Base Period	2,935,307
Option Period 1	2,892,600
Option Period 2	<u>1,933,467</u>
Total	7,761,374

B.4 SUPPLIES OR SERVICES/CLIN STRUCTURE

B.4.1 Base Period (60 Months)

Contract Line Item Number (CLIN) 1000 – System Engineering in accordance with Section C	DLH Level of Effort:	2,935,307
	Total Estimated Cost:	
	Fixed Fee:	
Total Estimated Cost Plus Fixed Fee CLIN 1000 Cost		

In Accordance with Section C (To be completed at time of order)

CLIN 1000A – Travel Support	Not to Exceed: \$ 6,452,905
CLIN 1000B – Facility Support	Not to Exceed: \$ 22,921,579
CLIN 1000C – Other Direct Cost Support	Not to Exceed: \$ 25,297,404

B.4.2 Option Period 1 (36 Months)

Contract Line Item Number (CLIN) 2000 – System Engineering in accordance with Section C	DLH Level of Effort:	2,892,600
	Total Estimated Cost:	
	Fixed Fee:	
Total Estimated Cost Plus Fixed Fee CLIN 2000 Cost		

In Accordance with Section C (To be completed at time of order)

CLIN 2000A – Travel Support	Not to Exceed: \$ 7,363,498
CLIN 2000B – Facility Support	Not to Exceed: \$ 24,152,558
CLIN 2000C – Other Direct Cost Support	Not to Exceed: \$ 30,215,981

B.4.3 Option Period 2 (24 Months)

Contract Line Item Number (CLIN) 3000 – System Engineering in accordance with Section C	DLH Level of Effort:	1,933,467
	Total Estimated Cost:	[REDACTED]
	Fixed Fee:	[REDACTED]
Total Estimated Cost Plus Fixed Fee CLIN 3000 Cost	[REDACTED]	

In Accordance with Section C (To be completed at time of order)

CLIN 3000A – Travel Support	Not to Exceed: \$ 5,424,618
CLIN 3000B – Facility Support	Not to Exceed: \$ 16,875,480
CLIN 3000C – Other Direct Cost Support	Not to Exceed: \$ 22,934,956

B.5 LEVEL OF EFFORT TO BE PROVIDED

- (a) The Federal Aviation Administration (FAA) will procure support in accordance with individual TOs prepared and processed per procedures contained in Section G, Clause G.6, Ordering Procedure, of this contract. The Contractor is not authorized to expend any hours or incur any costs until the Contractor is in receipt of a fully executed TO or other written direction from the Contracting Officer (CO). The FAA intends to purchase the level of effort required for which funding is appropriated and available. However, the FAA is not obligated to utilize this contract, or issue any TOs at any minimum level.

- (b) **CARRYOVER OF UNEXPENDED VALUE**-Unexpended direct labor value, associated indirect costs value, Other Direct Costs (ODCs) value, and travel value not realized in the preceding base or option period may be carried over to the next period. Unrealized base period value can be carried over the first option period and unrealized first option period value can be carried over to the second option period. This action must not increase the contract ceiling.

B.6 PAYMENT OF FIXED FEE

- (a) The Government shall make payments to the Contractor on account of fixed fee, subject to and in accordance with the Clause referenced in Section I.1 of this contract entitled "Fixed Fee." Such payments shall be equal to [REDACTED] of the allowable cost of each invoice submitted by and payable to the Contractor, pursuant to the Clause referenced in Section I.1 of this contract entitled "Allowable Cost and Payment," subject to the withholding terms and conditions of the "Fixed Fee" Clause and to the provisions of Section B.8.
- (b) The fixed fee specified in Section B, and payment thereof, is subject to adjustment pursuant to paragraph (g) of Section B.7, Level of Effort. If the final adjusted fee is less than the sum of all fee payments made to the Contractor under this contract, the Contractor must repay the excess amount to the Government. If the final adjusted fee exceeds all fee payments made to the Contractor under this contract, the Contractor must be paid the additional amount. In no event will the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract at the time of the discontinuance of work.
- (c) Fee withheld pursuant to the terms and conditions of this contract shall not be paid until (i) a determination has been made as to whether the fixed fee will be reduced pursuant to Section B.7, Level of Effort, (ii) the CO has advised the paying office in writing that no fee adjustment is required, and (iii) any circumstances justifying the withholding of the fee have been resolved to the satisfaction of the CO.

B.7 LEVEL OF EFFORT

- (a) In the performance of each of the Task Orders issued pursuant to the ordering procedures of this contract, the Contractor must provide the level of effort (direct labor hours) specified in the Task Order. For each level of effort CLIN, the total level of effort for the performance of this contract must include total direct labor hours, including subcontracting and consultant direct labor hours.

- (b) Of the total direct labor hours set forth in Section B, [REDACTED] man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation by the employer for such excess work. All other effort is defined as compensated effort. Uncompensated effort performed by the Contractor above the disclosed amount of [REDACTED] man-hours will not be counted in fulfillment of the level of effort obligations under this contract.
- (c) Effort performed in fulfilling the total level of effort obligations specified above will only include effort performed in direct support of this contract and must not include time and effort expended on such things as local travel to and from an employee's usual work location, uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence (except as specified in B.7(h)) or other non-work locations, or other time and effort which does not have a specific and direct contribution to the tasks described in TOs issued in accordance with Sections B and C of the contract. The Contractor may expend man-hours only in the performance of TOs issued in accordance with the ordering procedures of this contract.
- (d) The level of effort delineated in Section B is provided as the Government's best estimate. Changes in programmatic requirements may cause an increase or decrease in the number of man-hours identified in Section B. The Contractor must provide all man-hours which may be needed to complete the Task Orders issued during the term of the contract. However, the Contractor must not proceed beyond either the established Task Order level of effort, or the Section B CLIN level of effort unless authorized to do so in a Task Order modification or contract modification issued by the CO.
- (e) If the total level of effort specified in Section B is not provided by the Contractor during the period of the contract CLIN, the CO must reduce the fee for such CLIN as follows:
- $$\text{Fee Reduction} = \text{Section B Fixed Fee} \times \frac{(\text{Section B LOE} - \text{Expended LOE})}{\text{Section B LOE}}$$
- (f) The Contractor must provide and maintain an accounting system, acceptable to the CO and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of the contract. The Contractor must indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort, uncompensated effort, if any, and administrative support.
- (g) Within 45 days after completion of the work under the Base Period, Option Period 1, and Option Period 2, respectively, , the Contractor must submit the following information, in writing, to the CO:

- The total number of man-hours of direct labor expended during the applicable period;
- A breakdown of this total showing the number of man-hours expended in each direct labor category and associated direct and indirect costs;
- A breakdown of other costs incurred; and
- The Contractor's estimate of the total allowable cost incurred under the contract for the period.

Additionally, within 45 days after completion of work under the Base Period, Option Period 1, and Option Period 2, respectively,, the Contractor must submit the following, in the case of a cost underrun:

- The amount by which the estimated cost of this contract may be reduced to recover excess funds, in the case of an underrun in man-hours, specified as the total level of effort; and
- A calculation of the appropriate fee reduction in accordance with this Clause.

All submissions must include subcontractor and consultant information.

- (h) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternate worksite, provided the Contractor has a company-approved alternate worksite plan. The primary worksite is the traditional "main office" worksite. An alternate worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternate to an employee's main office. The Government reserves the right to review the Contractor's alternate worksite plan. In the event performance becomes unacceptable, the FAA reserves the right to prohibit the Contractor from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of the work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government must not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternate work site plan.
- (i) Notwithstanding anything to the contrary in the above paragraphs, and as directed by the Contracting Officer, the Contractor may furnish man-hours up to ten percent in excess of the total labor hours specified in Section B, provided that the additional effort is furnished within the terms hereof, and provided further that no increase in the estimated cost or fixed fee is required.

- (j) Nothing in this Clause must be construed to constitute authorization for work not in accordance with the "Limitation of Funds" Clauses of the contract.

B.8 TASK ORDER INCENTIVES

The FAA reserves the right, on an individual Task Order basis, to include incentives in Task Orders designed to obtain specific Task Order objectives by establishing objective, reasonable and attainable targets, and by establishing specific incentives to motivate Contractor performance and encourage efficiency. These incentives may take the form of cost, performance, and/or delivery incentives. Earned incentives must be considered a non-fee bearing Task Order cost.

PART I - SECTION C STATEMENT OF WORK

C.1 GENERAL

C.1.1 Objective

The objective of this contract is to establish a Cost Plus Fixed Fee, Level of Effort, Task Order, Term Type contract for National Airspace System (NAS) support services that will enable the Federal Aviation Administration (FAA) program offices to accomplish their mission objectives. Since the NAS encompasses far more than the FAA's infrastructure, this contract allows for studies of systems that may never be owned by the FAA. The resulting contract is designed to provide a broad range of Systems Engineering, Investment and Business Case Analysis, Planning, Forecasting and Business/Financial/Information work that may not fall under the guise of the FAA's Acquisition Management System (AMS). The scope further defines this demarcation. This Statement of Work (SOW) is comprised of specific functional task areas that establish the scope of this contract. Specific requirements within the scope of these functional task areas will be identified, defined, and issued under individually funded specific Task Orders.

C.1.2 Background

- (a) With the expected growth in air traffic operations and our aging infrastructure, the FAA, in collaboration with its aviation partners, other federal agencies/departments, foreign entities, and users of the NAS and the larger national air transportation system, has begun the task of transforming the NAS to meet the future demands expected between now and 2025. This effort is called the Next Generation Air Transportation System (NextGen). NextGen goals are laid out in the Integrated National Plan (December 2004) and include: enhancing the passenger experience from curb-to-curb; increasing capacity and efficiency through modernized and near real-time air traffic management capabilities/techniques/procedures; reducing operational ownership costs and environmental impacts; reducing the impact of weather on air travel through a system-wide capability for enhanced weather observations and forecasts; modifying or enhancing existing aircraft certification requirements and regulations; securing and defending the air transportation system against emerging threats; and ensuring our leadership position in managing the safest and most efficient air transportation system in the world.
- (b) In order to accomplish NextGen, as well as other non-NextGen aviation related activities, a portfolio of contract support services vehicles is being let under the title of Systems Engineering 2020 (SE-2020). The scope of the support services of SE-2020 is in direct

support of U.S. aeronautics development and the transformation of the national air transportation system through 2020.

- (c) The transformation to this vision will not be made by the FAA alone. It requires other member Federal agencies, as well as partnerships of public sector (FAA, airport authorities, state/local governments, etc.), private sector (airlines, manufacturers, etc.), and academic institutions to create a world-class consortium focused on identifying solutions for implementing NextGen. The FAA is committed to transforming the aviation system in conjunction with the membership of the Joint Planning and Development Office (JPDO). The JPDO is a multi-agency public/private initiative that includes the Departments of Transportation, Defense, Commerce, and Homeland Security, as well as the FAA, the National Aeronautics and Space Administration (NASA), and the White House Office of Science and Technology Policy (OSTP). The NextGen vision is an integrated evolutionary plan to take the FAA beyond ground-based radar technology and voice direction into the second century of aviation using modern technology; updated procedures and new equipment; satellite-based operations; updated communications and automation; and improved weather and traffic management capabilities. To better understand the JPDO and the organizational entities and cooperation necessary to succeed in this endeavor, see <http://www.jpdo.gov>.
- (d) To realize this vision, the FAA must make coordinated improvements on multiple fronts. The NextGen Implementation Plan will be the mechanism by which the FAA holds itself accountable to its owners, customers, and the aviation community for progress toward the NextGen vision. See <http://www.faa.gov/NextGen>.
- (e) The NAS Enterprise Architecture (EA) aggregates and describes the research and systems needed to achieve the goals of the FAA for the NAS, and serves as the basis to evaluate and document needed upgrades. The NAS EA provides a description of the specific NAS systems and subsystems undergoing research and development, production, or those planned for future development. The NAS Architecture recognizes that maintenance and upgrade efforts of the numerous NAS systems and facilities is a continuing integrated process rather than a singular effort culminating in a final end-state system design. The FAA's NAS Architecture can be found at <http://www.nas-architecture.faa.gov/nas/home.cfm>.

C.2 SCOPE

C.2.1 General

- (a) The scope of this contract covers Systems Engineering, Program Planning and Financial Management activities that occur throughout the Acquisition Management System (AMS) Life Cycle Management. The majority of Systems Engineering activities under this contract

are expected to occur after the AMS Life Cycle Acquisition Management Concept and Requirements Definition Readiness Decision and before the Solution Implementation (see AMS Sections 2.3.4 thru 2.4.4).

- (b) The FAA AMS can be found at <http://fast.faa.gov/index.html>.
- (c) This contract does not cover AMS Life Cycle Management activities before the Concept and Requirements Definition Readiness Decision that are research activities, or activities after the Final Investment Decision that are Full-Scale Development, maintenance of NAS systems, or program management support for Program Offices responsible for fielding and/or maintaining NAS systems.

C.2.2 Task Order Management

- (a) Task Order management is a mandatory element for all Task Orders placed under this contract. Task Order management must provide the appropriate program management and project control necessary to manage the Task Order; ensure that the cost, schedule and quality requirements for each Task Order are continually tracked and the status communicated to the FAA; and ensure that each Task Order is successfully completed.
- (b) The Contractor must furnish the necessary personnel, materials, equipment, facilities, travel, and other services required to satisfy the requirements of specific individual Task Orders.

C.2.3 Applicable Documents

Applicable FAA/DOT orders, process guidelines, and military standards will be specified and identified as references within the individual Task Orders.

C.2.4 Government Furnished Property

All Government Furnished Property (GFP), to include information, material, and equipment, will be specified within the individual Task Orders. All GFP is the property of the Government and will not be transferred to any individual or agency, public or private, without the express written approval of the Contracting Officer, except as required for the specific performance of the Task Orders.

C.2.5 Security Requirements

Security requirements, applicable to the work to be performed under each Task Order, will be identified within the individual Task Orders. Additional security clearances may be needed for specific Task Orders. Candidates identified for performance under those Task Orders must hold or be eligible to obtain the requisite security clearance.

C.2.6 Data Deliverables

Specific technical data requirements may be included in the individual Task Orders issued under this contract, either as an item in a Contract Data Requirements List (CDRL) or specified in the SOW of the Task Order.

C.2.7 Quality Management Support and Compliance

- (a) Certain Task Orders may include activities that require Contractors to support the FAA in complying with various Quality systems or models. Examples of Quality systems or models include but are not limited to:
 - Various International Organization for Standardization (ISO) standards such as:
 - ISO-9001, and
 - ISO-14001 (which is affiliated with Environmental Management Systems (EMS));
 - Safety Risk Management / Safety Management System; and
 - Capability Maturity Model Integration (CMMI).
- (b) Some Task Orders may require the Contractor to assist the FAA in meeting their compliance or to support the FAA in becoming compliant.
- (c) Other Task Orders may require the Contractor to be compliant. If there is requirement included in a Task Order that a Contractor be compliant, it will be up to the Contractor, utilizing subcontractors as appropriate, to assure that the Quality Management support or compliance requirements are met.

C.2.8 Protection of Human Participants

The Contractor must ensure the safety and well-being of all human subjects taking part in FAA-sponsored or FAA-conducted scientific research under any Task Order for which the Contractor is providing support, and must adhere strictly to the provisions of the Federal Policy for the Protection of Human Subjects (49 CFR Part 11).

C.2.9 Core Capabilities

The following, in alphabetical order, are descriptions of the Core Capabilities. Some of the Core Capabilities are techniques that the Contractor will be required to use when performing tasks within the functional task areas, while others are capabilities that the Contractor must provide in order to perform the SOW requirements.

1. **Air Traffic Management (ATM) Automation:** Technical knowledge and experience in NAS ATM automation systems (e.g. Automated Radar Terminal System (ARTS), Standard Terminal Automation Replacement System (STARS), Common ARTS (CARTS), Host Computer System (HOST), En Route Automation Modernization (ERAM), Traffic Flow Management System (TFMS), and Advanced Technologies and Oceanic Procedures (A-TOP)(Ocean 21)) to include awareness of international system development trends and latest developments.
2. **Air Traffic Rules and Procedures:** Technical and operational knowledge and experience in current procedures and policies, and technical and operational experience in developing proposed rules and procedures related to Air Traffic operations in the NAS.
3. **Airspace Design and Analysis:** Technical knowledge and experience in airspace analysis, design/redesign, test, procedure development and configuration recommendations.
4. **Avionics Systems:** Technical knowledge and experience in the systems engineering and testing activities of avionics systems, their functions, capabilities and interface requirements, and associated standards compliance requirements.
5. **Business Process Re-engineering:** Technical knowledge and experience in identifying inefficiencies, including duplication within an organization, making recommendations for improvement, and establishing relationships with other organizations.
6. **Communications:** Technical knowledge and experience in ground-, air-, and satellite-based communication systems, standards, policies, and procedures.
7. **Cost Benefit Analysis:** Technical knowledge and experience in preparation of rough order of magnitude cost-benefit analysis and the conducting of life cycle cost and benefit analyses for individual and grouping of concepts commensurate with the scope and level of maturity of the concept.
8. **Enterprise Architecture Products:** Technical knowledge and experience in the development of Enterprise Architecture products in the area of aviation.
9. **Fast-Time Modeling and Simulation:** Technical knowledge and experience in the design, development, testing and execution of fast-time modeling and simulation using appropriate/validated tools. Focused on the development of foundational methods and tools for addressing problems characterized as system-of-systems. Establishment of an effective frame of reference, crafting of a common lexicon, and study of various modeling and simulation techniques, including probabilistic robust

design (including uncertainty modeling/management), agent-based modeling, network theory, object oriented simulations, and tools for capturing the interaction of requirements, concepts, and technologies.

- 10. Human Factors:** Technical knowledge and experience to identify the physical, cognitive, and social behavior characteristics of human interactions within the aviation system environments.
- 11. Human-in-the-Loop Simulations:** Technical knowledge and experience to simulate and evaluate human interactions within aviation environments in dynamic situations.
- 12. Information Technology:** Technical knowledge and experience in the development, implementation, and life cycle support of information systems used in NAS and non-NAS Systems.
- 13. Integrated Laboratories:** Technical knowledge and experience in the design, development, operation, and maintenance of integrated aviation laboratories and test beds.
- 14. Investment Analysis:** Technical knowledge and experience in providing Investment Analysis cost studies for large scale government type programs.
- 15. NAS Air Traffic Facilities:** Technical knowledge and experience in the operations, maintenance, and certification of various types, kinds, and functions of NAS Air Traffic facilities.
- 16. Navigation:** Technical knowledge and experience in ground-, air-, and satellite-based navigation systems, standards, policies, and procedures.
- 17. Operational Concept Development and Validation:** Technical knowledge and experience of the activities performed to support concept development and validation. Concept development is characterized as the process that describes, evaluates, and prepares a proposed capability, technology or procedure. Validation activities help quantify and qualify the operational feasibility and expected benefits of the concept.
- 18. Program Management:** Technical knowledge, experience and activities in the management of scope, cost, schedule, quality, and stakeholder requirements.
- 19. Program Planning & Financial Analysis:** Technical knowledge and experience in providing support to large organizational programs pertaining to planning and financial analysis.
- 20. Requirements Definition:** Technical knowledge and experience in defining requirements for aviation related systems and activities.

- 21. Security:** Technical knowledge and experience in researching and designing and developing policies, procedures, standards, and systems to ensure the security of the NAS including:
1. NAS and relevant non-NAS information systems;
 2. Air Traffic Management operations and crisis response (both internal and external to the FAA);
 3. Technical knowledge of National Institute of Standards and Technology (NIST) federal and special publications; particularly those providing details for FAA compliance with the Federal Information Security Management Act of 2002; and
 4. Technical knowledge and experience in the seventeen (17) control families defined in NIST SP 800-53.
- 22. Service-Oriented Architecture:** Technical knowledge and experience in designing and developing procedures and systems which provide network centricity and service orientation to NAS and non-NAS systems.
- 23. Standards Development:** Technical knowledge and experience in the development and implementation of both national and international technical aviation standards (e.g., FAA, RTCA and ICAO standards).
- 24. Surveillance:** Technical knowledge and experience in ground-based, air-based, and satellite-based surveillance systems, standards, policies, and procedures.
- 25. System Safety:** Technical knowledge and experience with FAA and International Safety Risk Management / Safety Management Systems (SRM/SMS).
- 26. Unmanned Aircraft Systems (UAS) Operations:** Technical knowledge and experience with the operations of all classes of UAS and the ability to analyze and recommend strategies for the integration of UAS into NAS operations.
- 27. Weather:** Technical knowledge and experience associated with detection, collection, processing, analysis, and dissemination of weather and the integration of weather data into automated decision-aiding systems to support weather avoidance.

C.3 FUNCTIONAL TASK AREAS

C.3.1 System Engineering Management

As tasked, the Contractor must support all activities associated with planning, managing, supporting, executing, and maintaining system engineering processes, programs and work, which includes, but is not limited to the following:

- Drafting the Systems Engineering Management Plan (SEMP), specification tree, the program risk analysis, the decision control process, system planning, technical performance measurement, technical reviews, subcontractor and vendor reviews, work authorization, and technical documentation control;
- Measuring and improving the effectiveness and efficiency of system engineering processes; and
- Integrating technical planning to provide program management with specific guidance and direction on how to execute a requirement-based and structurally managed program.

C.3.2 Preliminary Program Requirements (pPR)

As tasked, the Contractor must support system engineering activities associated with translating information in the Mission Needs Statement (MNS) into Initial Preliminary Program Requirements IRD (pPR) documents, consistent with the Operational Concept. It also includes the Requirements Correlation Matrix and the Mission Need Correlation Matrix as defined by the AMS.

C.3.3 System Requirements and Definition

As tasked, the Contractor must support all activities associated with transforming the performance requirements of a Final Program Requirements (fPR) document into draft specifications and a preferred solution configuration. This system engineering effort, which is applicable to each component of the solution throughout the program life cycle, includes drafting and maintaining design criteria, and preparing and maintaining system-level data flows, block diagrams, change proposals, and documentation trees. This includes, but is not limited to, the following activities:

- Supporting requirements management activities to identify and manage the requirements that describe the desired characteristics of the system. The Requirements Management process defines, collects, documents, and manages all requirements, including the complete requirements set consisting of the MNS, the pPR and fPR documents, and the system and procurement specifications;

- Supporting risk management activities to identify and analyze the uncertainties of achieving program objectives and developing plans to reduce the likelihood and consequences of those uncertainties. Risk management is applied throughout the acquisition management life cycle to 1) identify and assess risk areas, 2) develop and execute risk mitigation or elimination strategies, 3) track and evaluate mitigation efforts, and 4) continue mitigation activity until risk is eliminated or its consequences reduced to acceptable levels;
- Supporting life cycle engineering to identify and manage requirements for system life cycle attributes, including real estate management, deployment and transition, integrated logistics support, sustainment/technology evolution, and disposal;
- Supporting functional analyses to describe the functional characteristics based on stakeholders' needs, using functional flow diagramming as a representative structured analysis process, and to translate the needs into a sequenced and traceable functional architecture; and
- Supporting the synthesis of alternatives to define design solutions to identify systems that will satisfy the requirements baseline. Synthesis translates the requirements, as set in context by the Functional Architecture, into the design architecture, consisting of the Physical Architecture with its associated technical requirements.

C.3.4 Analysis, Design, and Integration

As tasked, the Contractor must provide support to program office(s) in charge of hardware, software, telecommunications, user functions, services, and facilities which includes, but is not limited to, the following:

- Overall analysis;
- Design and integration;
- Test and evaluation;
- Intra-system and inter-system compatibility assurance; and
- Allocation of functional capabilities.

C.3.5 Value Engineering

As tasked, the Contractor must support the analysis of current designs versus alternative designs in order to provide the following:

- Value added and cost reduction of alternative architectures;
- Performance of trade studies and detailed analysis to develop a series of design alternatives/viable approaches; and

- Recommend the most balanced technical solution(s) among a set of proposed viable solutions.

C.3.6 Supportability, Maintainability, and Reliability Engineering

As tasked, the Contractor must support all engineering activities and analyses undertaken during solution development as part of the engineering and design effort, to assist in complying with supportability and other logistics support objectives. These activities include, but are not limited to, the following:

- Supportability analyses identifying the most cost effective system support over the entire life cycle;
- Maintenance planning activities associated with measuring the ability of an item or solution to be retained or restored to a specific condition of readiness;
- Reliability engineering to define the engineering processes required to examine the probability of a solution to perform its mission over the intended period of performance and under expected operation conditions; and
- Requisite engineering, scientific, and analytical disciplines to ensure that systems and platforms to be developed, deployed, and maintained in the NAS include Reliability, Maintainability and Availability (RM&A) requirements within their design, development, and life cycle.

C.3.7 Quality Assurance Program

As tasked, the Contractor must support all activities associated with planning, establishing procedures, evaluating and testing that is required during procurement, production, receipt, storage, and issue that are necessary to develop the solution in accordance with identified standards and specifications. This includes, but is not limited to, the following:

- Validation of analyses activities to provide the required level of fidelity and accuracy in a timely manner. An Analysis Management Plan that outlines the details of the various analysis methods and tools is either generated or incorporated into the program plan; and
- Validation and verification activities to support a determination that the system and process requirements are correct, have been met, and that the system is ready for use in the operational environment for which it is intended (i.e., that the system requirements are unambiguous, correct, complete, consistent, operationally and technically feasible, and verifiable). There are two categories of verification: test and

assessment. Test is the disciplined and controlled subsection of the system requirements to conditions that replicate operations in a real or simulated action. Assessment includes analysis, demonstration, inspection, and verification by similarity, validation of records, simulation, and review of design documentation.

C.3.8 Configuration Management

As tasked, the Contractor must support all activities associated with establishing and maintaining the consistency of a product's performance, functional, and physical attributes with its requirements, design, and operational information throughout its life. This includes the establishment, monitoring, and administration of change control procedures, including collecting, processing, distributing, and tracking modification request forms; establishment and administration of change control boards, and formal audits to compare product to documentation. It also includes configuration management of hardware, software, facilities, data, interfaces, tools, and documentation.

C.3.9 NAS Information Security (INFOSEC) Support

As tasked, the Contractor must support FAA efforts to address the security of information and computing resources to include, but not be limited to, the identification, evaluation and proposal of candidate technical security solutions for both existing and future NAS Systems. The Contractor must support the FAA Security Certification and Authorization Package (SCAP) as defined in FAA Order 1370.83. Additionally, NAS INFOSEC Support includes, but is not limited to:

- Assessing the vulnerability of NAS and other FAA/DOT systems to unauthorized access, use, or susceptibility to sabotage, and assessing system security threat survivability;
- Analyzing the source and impact of incursions/attempted incursions;
- Identifying and implementing necessary corrective responses;
- Protecting proprietary information to which the Government and its users have access;
- Maintaining security policies/procedures for NAS systems and subsystems;
- Analyzing and prioritizing security measure enhancements and/or upgrades for all operational NAS systems;
- Verifying and analyzing security features incorporated in new or modified systems;
- Administering the security (physical and INFOSEC) of software development and distribution platforms;

- Addressing security policies and procedures for the development, maintenance and support of the NAS EA Framework with an emphasis on the Information System Security (ISS); and
- Developing and securing all required ISS NAS EA views, datasets and/or databases, and participation in NAS EA working groups.

C.3.10 Non-NAS Information Systems Security

As tasked, the Contractor must provide support in the area of non-NAS systems security which includes, but is not limited to, the following:

- Performing security risk analyses;
- Identifying potential information security threats;
- Recommending mitigation procedures for the identified threats;
- Supporting the FAA SCAP process; and
- Developing all required Information System Security (ISS) non-NAS EA views, datasets and/or databases, the secure storage of the aforementioned, and participation in FAA non-NAS EA working groups as assigned.

C.3.11 System Safety Engineering and Management

As tasked, the Contractor must provide the following support:

- Planning, conducting, documenting, identifying, classifying, analyzing, assessing hazards, identifying safety threats, and associated risks;
- Measures to mitigate hazards or reduce risk to an acceptable level, verification that mitigation measures are incorporated into product design and implementation, and assessment of residual risk;
- Assess the predicted efficacy of identified mitigation procedures/techniques and the expected impacts upon NAS system operations;
- Establish and maintain safety policies and procedures for NAS systems and subsystems, examples of which are below:
 - Assess safety capabilities and levels of effectiveness for all operational NAS systems;
 - Develop maintenance and support of the FAA Enterprise Architecture Framework with a strong emphasis on the System Safety portions;
 - Development and secure storage of all required Safety NAS EA views, datasets and/or databases;
 - Participation in FAA NAS EA working groups;

- Analysis and prioritization of safety measure enhancements or upgrades for all operational NAS systems; and
- Verify and analyze safety features incorporated in new or modified systems.

C.3.12 Other System Engineering Specialties

(a) As tasked, the Contractor must support specialty engineering disciplines to include but not be limited to:

- Analysis of system requirements, functions, solutions, and/or interfaces using specialized skills and tools;
- Derivation of requirements;
- Synthesis of solutions; and
- Selection of alternatives.

(b) Further details of specialty engineering can be found at

http://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/operations/sysengsaf/seman/

C.3.13 NAS Enterprise Architecture Support

As tasked, the Contractor must support the development and maintenance of the NAS Enterprise Architecture (EA) to include, but not be limited to, the following:

- Supporting artifacts that describe the evolution of the NAS EA;
- Development and maintenance of “FAA road maps” and milestones;
- Development of operational analyses and studies;
- Support of strategic and program mission and investment analysis activities;
- Analysis, tracking, and reporting of connections and dependencies between the research and development portfolios, the NAS EA, the NextGen portfolio, and other U.S. and International research and development programs;
- Development of operational concepts for NextGen and their translation into capabilities, operational improvements, and performance requirements for NextGen;
- Development and maintenance of an integrated suite of applications and tools, including a web-based administrative application, to input, collect, organize, maintain, modify, display and distribute NAS EA information;
- Development of evolution and transition strategies of the NAS EA; and

- Identifying and assessing NextGen capability alternatives and concepts that address JPDO system issues, shortfalls, technological defects, risks, and other issues.

C.3.14 Technology Opportunities Support

As tasked, the Contractor must support activities associated with identifying, quantifying, and keeping abreast of potential technological opportunities for supporting the NAS services. This includes being cognizant of existing Commercial-Off-The-Shelf (COTS) hardware/software systems, emerging technologies, and the potential for technology transfer of research outcomes to enable the FAA to continue to perform its mission in a safe, efficient, and cost effective manner.

C.3.15 Test Resources

As tasked, the Contractor must develop and/or test prototypes, provide test equipment, simulation and modeling software/tools, and test support resources in support of FAA system engineering activities.

C.3.16 Laboratory Facilities

As tasked, the Contractor must plan, design, document, and maintain laboratory facilities in support of FAA System Engineering activities.

C.3.17 Portfolio Management

As tasked, the Contractor must support efforts to optimize the FAA's investment portfolio. The Investment Decision Authority (IDA) and its subordinate review boards evaluate new investment opportunities for inclusion in a service portfolio, on-going investment programs within the portfolio, and the efficiency and effectiveness of operational portfolio assets that include, but are not limited to, the following:

- Investment Selection;
- Investment Control; and
- Operational Evaluation.

C.3.18 Life, Earned Investment and Business Case Analyses

As tasked, the Contractor must support a full range of investment analysis activities that include, but are not limited to, the following:

- Business Case Development and Integration;
- Life Cycle Cost Estimation;
- Operations Research and Benefits Estimation; and
- Policy, Standards, Training and Special Studies.

C.3.19 Forecasting and Strategy Development

As tasked, the Contractor must support quantitative analysis through the use of simulations, models, tools, forecasts, and other analytical techniques. Support may include, but not be limited to, the following areas:

- System and Service Delivery Point (SDP) forecasts;
- Scenario forecasting;
- Trend analysis;
- Metrics development;
- Operational impact analysis;
- Operations planning analysis;
- FAA/industry/academia coordination;
- Business Outlook;
- Business Plan interface;
- Strengths, weaknesses, opportunities, and threats (SWOT) analysis;
- Business Trends & updates;
- Modeling, simulation & analysis;
- Strategy position papers;
- Strategic analysis briefings; and
- Updates of Strategy, Strategy 2013.

C.3.20 Business Planning

As tasked, the Contractor must support the analysis, formulation, documentation, and maintenance of business plans. Support may include, but is not limited to, the following:

- Preparation, production, and maintenance of the ATO Business Plan; and
- ATO strategic management process and ATO business planning analysis.

C.3.21 Performance Analysis

As tasked, the Contractor must support the planning, development and evaluation of FAA and broader NextGen performance measurement activities (facility level and system wide). This support may include, but is not limited to, the following:

- Internal and external education and coordination of performance measures (including definitions and methodology);
- Accuracy of data collection and analysis;
- Implementation of new metrics;
- Alignment of metrics to DOT and FAA measures and goals (e.g., Strategy 2013 objectives) and broader NextGen goals;
- Selection of Critical-To-Quality (CTQ) measures;
- Identifying Key Performance Indicators (KPIs);
- Assessing the system/process stability and capability of the FAA service;
- Modeling support; and
- Technical and analytical support for planning, development, and evaluation of metrics.

C.3.22 Contract Management

As tasked, the Contractor will provide management oversight support services to ensure the effective and efficient accomplishment of all tasks issued under this contract.

C.3.23 Policy Studies

As tasked, the Contractor will draft policy studies, including but not limited to analysis of policy and organizational issues inherent in the NextGen transformation, development of alternatives, analysis of trade-offs between competing goals, stakeholder analysis, conflict identification and resolution.

C.3.24 Program Planning and Financial Management

As tasked, the Contractor must provide services to support FAA financial management and planning activities, which may include, but are not limited to, the following:

- Corporate Work Plan (CWP);
- Capitalization and Audit Functions;
- Interagency Agreement Support;
- Capital Investment Team (CIT);
- Budget and Financial Planning and Analysis;

- Acquisition Baseline Management;
- Cost Analysis and Accounting; and
- Agency Plan Development (e.g. National Aviation Research Plan (NARP), Capital Investment Plan (CIP) and other agency plans).

C.3.25 Program Management Support

As tasked, the Contractor must provide support for FAA program activities associated with business and administrative planning, organizing, directing, coordination, controlling, and approval actions designed to accomplish overall program objectives. These may include, but are not limited to, the following:

- Program/project planning, scheduling, and tracking;
- Developing OMB 300 artifacts;
- Risk identification and mitigation planning; and
- Developing and maintaining technical and financial program baselines.

C.3.26 Program Management System Tools

- (a) The FAA uses a number of automated program management tools that may require operational, maintenance and automation support. These program management tools are currently primarily ORACLE and web-based applications.
- (b) As tasked, the Contractor must provide support to maintain, host, and update FAA Program Management Tools that include, but are not limited to, the following:
- Regional Information System (REGIS) – Provides "cuff records" for financial management for the Operations (OPS) appropriation;
 - Corporate Work Plan (CWP) – Supports prioritization, planning and scheduling for systems deployment, implementation and capitalization;
 - Financial Management System (FMS) – Provides procurement tracking, and budget execution for the facilities and equipment (F&E) appropriation;
 - Research, Engineering and Development Acquisition and Management System (REDMACS) – Provides full financial and personnel management for the R,E&D appropriation;
 - Budget Execution Tool (BET) – Provides budget allocation planning and execution for the OPS appropriation;
 - Standard Automating Processing System (SAPS) – Staffing and personnel management;

- Personnel Compensation and Benefits Model (PCB Model) – Provides detailed salary forecasting capability for budget formulation under various staffing assumptions;
- Simplified Program Information, Reporting and Evaluation (SPIRE) – Provides F&E budget formulation, project baseline management and performance tracking, RPDs, and monthly reporting of ATO progress supporting flight plan goals;
- Cost Accounting System (CAS) – Supports analysis of business rules for the cost allocation process and develops recommendations for system enhancements to improve the usability of cost reports for management decision making; and
- Reimbursable Toolset – Supports development, maintenance, and enhancement of automated systems, tools and processes required to meet requirements for reimbursable funds control and management reporting.

C.3.27 Information Systems Development and Maintenance

As tasked, the Contractor must provide information technologies support that includes, but is not limited to, the following:

- Providing database design, development, operation and maintenance;
- Evaluating computer and communication security;
- Designing, developing and maintaining specified web sites;
- Providing multi-media, graphic design, and implementation; and
- Hosting, maintaining, and upgrading commercial and FAA developed automated applications and models.

C.3.28 Training

As tasked, the Contractor must design, develop and provide training that includes, but is not limited to, the following:

- Automated systems, applications and models utilization;
- Investment Analysis;
- Financial system utilization; and
- Procedural and policy implementation.

C.3.29 Business Process Re-engineering (BPR)

- (a) Business Process Re-engineering (BPR) is a process improvement initiative intended to identify inefficiencies and duplication of activities within an organization's mission to reduce overall operational costs. It also establishes strategic business relationships with industry,

national and international government agencies, and global air navigation service providers (ANSPs) that leverage FAA core competencies to promote global cost effectiveness and operational efficiency.

(b) As tasked, the Contractor must support Business Process Re-engineering activities that include, but are not limited to, the following:

- Defining and benchmarking an organization's mission and business processes;
- Identifying process inefficiencies in meeting organizational missions;
- Identifying cost and operational efficiencies;
- Recommending changes to core business processes;
- Developing workforce and automation tools; and
- Developing plans, costs, models and schedules for recommended changes or tool development.

PART I - SECTION D PACKAGING AND MARKING

D.1 PRESERVATION, PACKING, AND PACKAGING

Preservation, packing, and packaging for all items delivered hereunder must be in accordance with the best commercial practices to ensure arrival at the specified destination(s) in an undamaged condition.

D.2 MARKING

In addition to information provided with shipping instructions, all deliverables must be marked with the following:

- Federal Aviation Administration (FAA) contract number;
- Contractor's name and address;
- List of contents, partial or final delivery;
- Task Order (TO) number; and
- Contract Data Requirements List (CDRL) number.

PART I - SECTION E INSPECTION AND ACCEPTANCE

E.1 3.1-1 CLAUSES INCORPORATED BY REFERENCE (DECEMBER 2005)

- (a) This contract incorporates by reference the Clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer (CO) will make the full text available, or the Contractor may obtain the full text via Internet at: <http://conwrite.faa.gov> (on this web page, select "Search" or "View/Download Clauses").
- (b) The following contract Clauses pertinent to this section are hereby incorporated by reference:

Clause	Title
3.10.4-3	Inspection of Supplies – Cost Reimbursement (April 1996)
3.10.4-4	Inspection of Services – Both Fixed-Price & Cost Reimbursement (April 1996)
3.10.4-7	Inspection of Research and Development – Cost Reimbursement (November 1997)

E.2 INSPECTION AND ACCEPTANCE

- (a) The CO, or his duly authorized representative, is authorized to perform inspection on behalf of the Government for the purpose of acceptance of all materials, data, or services to be provided. In this regard, the CO's Technical Representative (COTR) is an authorized technical representative of the CO. Final acceptance of all deliverables under this contract shall be made by the CO, in writing.
- (b) Inspection, review or the anticipation of acceptance/approval of a deliverable item during the course of its preparation shall not be construed as assurance of acceptance of the finished product.

PART I - SECTION F DELIVERIES OR PERFORMANCE

F.1 3.1-1 CLAUSES INCORPORATED BY REFERENCE (DECEMBER 2005)

- (a) This contract incorporates by reference the Clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer (CO) will make the full text of such Clauses available, or the Contractor may obtain the full text via Internet at: <http://conwrite.faa.gov> (on this web page, select "Search" or "View/Download Clauses").
- (b) The following contract Clauses pertinent to this section are hereby incorporated by reference:

Clause	Title
3.10.1-9	Stop-Work Order (October 1996)
3.10.1-9	Stop-Work Order, Alternate 1 (October 1996)
3.10.1-24	Notice of Delay (February 2009)
3.11-34	F.O.B. Destination (April 1999)

F.2 PERIOD OF PERFORMANCE

<u>CLIN</u>	<u>PERIOD OF PERFORMANCE</u>
1000	From the date of contract award and extending for five (5) years, or until the staff-hours are expended, whichever comes first.
2000	From the effective date of option exercise and extending for three (3) years, or until the staff-hours are expended, whichever comes first.
3000	From the effective date of option exercise and extending for two (2) years, or until the staff-hours are expended, whichever comes first.

F.3 AUTHORIZED PERFORMANCE

The execution of this contract shall not constitute authority for the Contractor to commence performance. Performance shall be ordered by the issuance of formal Task Orders (TOs) by an authorized CO of the Federal Aviation Administration (FAA).

F.4 DATA DELIVERABLES

- (a) Technical data deliverables, including delivery schedule requirements, will be specified in individual TOs.
- (b) All deliverables under this contract shall be delivered F.O.B. Destination, unless specified otherwise by the FAA CO.

F.5 PLACE OF PERFORMANCE

- (a) Place of performance shall be set forth in individual TOs. In addition to work being performed in Washington, DC, work will be performed in Pomona, NJ to support the FAA Technical Center, and at other FAA and Contractor facilities, as required by the TO.
- (b) Services required under this contract will normally be performed at the Contractor's facilities.

PART I - SECTION G CONTRACT ADMINISTRATION DATA

G.1 3.1-1 CLAUSES INCORPORATED BY REFERENCE (DECEMBER 2005)

- (a) This contract incorporates by reference the Clause listed below with the same force and effect as if it was given in full text. Upon request, the Contracting Officer (CO) will make the full text of such Clause available, or the Contractor may obtain the full text via Internet at: <http://conwrite.faa.gov> (on this web page, select "Search" or "View/Download Clauses").
- (b) The following contract Clause pertinent to this section is hereby incorporated by reference:

Clause	Title
3.10.1-22	Contracting Officer's Technical Representative (January 2008)

G.2 CONTRACT ADMINISTRATION POINTS OF CONTACT

Contracting Officer	Federal Aviation Administration Ken Carter, (ATO-A) AJA-474 800 Independence Avenue, S.W., Rm# 929 Washington, D.C. 20591 kenneth.m.carter@faa.gov (202) 267-8460
Contracting Specialist	Federal Aviation Administration Benette Chen, (ATO-A) AJA-474 800 Independence Avenue, S.W., Rm# 929 Washington, D.C. 20591 Benette.chen@faa.gov (202) 267-8420
Contracting Officer Technical Representative (COTR)	Federal Aviation Administration Cassandra Leid 800 Independence Avenue, S.W., Rm# 929 Washington, D.C. 20591 cassandra.leid@faa.gov (202) 267-9458

G.3 CONTRACTING OFFICER'S AUTHORITY

- (a) The Contracting Officer assigned to this contract has responsibility for ensuring the performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships. In this regard, the Contracting Officer is the only individual who has the authority to enter into, administer, or terminate this contract. In addition, the Contracting Officer is the only person authorized to approve changes to any of the requirements under this contract, and notwithstanding any provision contained elsewhere in this contract, said authority remains solely with the Contracting Officer.
- (b) The Contractor shall immediately notify the Contracting Officer for clarification when a question arises regarding the authority of any person to act for the Contracting Officer under the contract or when the Contractor receives direction that appears outside contract scope.
- (c) It is the responsibility of the Contractor to contact the Contracting Officer immediately if there is even the appearance of any technical direction that is or may be outside the scope of the contract. Costs incurred that were not authorized by the Contracting Officer and/or work outside the scope of the contract shall be considered unallowable costs and will not be reimbursed by the Government.

G.4 CORRESPONDENCE PROCEDURES

To promote timely and effective contract administration, correspondence submitted under this contract (except invoices and deliverable items) shall be subject to the following procedures:

- Technical correspondence of a routine nature shall be addressed to the designated COTR with an information copy of the correspondence to the Contracting Officer, AJA-474;
- Other considerations, including technical correspondence involving patent technical data issues and correspondence proposing or otherwise involving waivers, deviations or modifications to the contract, shall be addressed to the Contracting Officer, AJA-474, with information copies to the COTR; and
- All correspondence shall contain a subject line commencing with the contract number and sequence number coded to the contract.

G.5 ELECTRONIC COMMUNICATIONS

- (a) The Contractor shall assure an electronic means for communicating with FAA personnel. The Contractor shall ensure that the communications are compatible with the FAA's electronic mail system, which is currently Lotus Notes. The Contractor shall also ensure that the Contractor's electronic mail has the capability to receive and retrieve attachments.
- (b) All contract reports/deliverables, including invoices, shall be made in native (electronic) format with all linkages and interdependencies readily traceable.

G.6 ORDERING PROCEDURE

- (a) Performance under this contract shall be subject to the ordering procedure discussed below.
- (b) All work to be performed under this contract shall be within the scope of the Statement of Work (SOW) contained in Section C, and shall not commence until so authorized by the Contracting Officer under a specific Task Order (TO) issued under this contract. The Contractor shall incur costs only in the performance of TOs issued in accordance with these ordering procedures. No other costs are authorized under this contract without the express written consent of the Contracting Officer.
- (c) From time to time during the period of performance of this contract, the FAA CO will request Task Plans from the Contractor for proposed TOs.
- (d) The Contractor shall submit, within fourteen (14) calendar days after receipt of each proposed TO provided by the Contracting Officer, a Contractor Task Plan on forms specified and/or provided by the Government. On an individual TO basis, the CO may allow for additional time to submit the Task Plan. The Task Plan is the Contractor's overall estimate for the completion of the TO and shall include the following:
 - (1) Contractor's approach to accomplishing the proposed TO;
 - (2) Date of commencement of work, and any necessary revisions to the schedule of performance;
 - (3) Direct Man-hours, on a monthly basis, by applicable labor category, and total Man-hours, including those in (6) below, estimated to complete the task;
 - (4) Rationale for Man-hours, by applicable labor category, estimated in (3) above;
 - (5) The travel, material cost, and other direct cost estimate, including rationale for each;
 - (6) A cost estimate for subcontractors and consultants that support the subcontractor and consultant man-hours in (3) above;

- (7) The total estimated cost for completion of the TO, including cost element breakdown of total estimated cost; and
 - (8) A completed and executed TO.
- (e) The Contractor's Task Plan is subject to the review of the Government and approval of the Contracting Officer. A TO will be issued by the Contracting Officer once an acceptable Task Plan has been provided to the Government.
- (f) Once a TO is issued, the Contractor is not authorized to incur cost or expend level of effort (man-hours) in excess of those established in the Task Plan without written approval of the Contracting Officer. After a TO is issued, if any revision becomes necessary to the estimated cost or level of effort, the Contractor shall promptly submit to the Contracting Officer a revised Task Plan with explanatory notes. Revised Task Plans submitted by the Contractor are subject to the review and approval of the Contracting Officer.
- (g) All TOs will be issued in writing by the Contracting Officer to cover specific work assignments within the scope of the contract. The TOs will be issued on forms specified and provided by the Government. The TOs will be numbered. A revision to a TO will be identified by an alpha designation following the existing TO number, indicating the revision sequence. All TOs shall contain the following information:
- TO number;
 - FAA technical point-of-contact;
 - Period of performance;
 - Description of the work to be performed;
 - Estimated Cost;
 - Estimated labor hours/mix;
 - Anticipated Travel requirements;
 - Start and completion dates, with major milestones;
 - Deliverables with required delivery dates;
 - Personnel Security and Security requirements; and
 - List of Government Furnished Property, Equipment, and/or Information (GFP/GFE/GFI).

G.7 DISTRIBUTION OF TASK ORDER LEVEL OF EFFORT BETWEEN CONTRACTS

- (a) It is the FAA's intent to equitably distribute/issue TOs between up to two (2) SE2020 Systems Engineering and Program Management Support contracts (1 Full and Open Contracts and 1 Set-Aside Contract). However, if the FAA determines that a Contractor is not performing in an acceptable manner, the FAA may reduce utilization of the underperforming Contractor. The FAA will track Contractor performance in accordance with Special Clause H.4, Task Order Performance Evaluation.
- (b) The FAA will consider the following when determining which contract(s) a specific TO is issued against:
- Best fit for technical requirements of the TO;
 - Organization Conflict of Interest (OCI) issue(s);
 - Active TOs on each contract;
 - Cumulative distribution of TOs among the contracts;
 - Small business participation;
 - Performance evaluations on previous TOs;
 - Contractor success in meeting small business subcontracting goals established in Volume IX (Small Business Subcontracting Plan); and
 - Continuity of efforts.
- (c) If it is determined to be in the best interest of the FAA, the FAA reserves the right to:
- Issue a TO to only one (1) contract;
 - Issue a TO to two (2) or more contracts; or
 - Compete the TO between all contracts.
- (d) The FAA shall decide which contract(s) a specific TO is issued against. This decision shall be final and conclusive, and shall not be subject to the "Contract Disputes" Clause.
- (e) The Contractor agrees, as a condition of participation in this acquisition, that it will not protest any placement of any work under any contract resulting from this competition or any of the other contract vehicles resulting from the SE-2020 competitions.

G.8 BILLING INSTRUCTIONS

- (a) Invoices shall be submitted monthly in accordance with Attachment J015, Invoice Preparation Instructions, and the AMS 3.2.4-5, Allowable Cost and Payments. Payment is subject to review, approval and certification by the CO and COTR. In the event of questioned costs, the CO may withhold any or all invoice amounts until the Contractor provides all required data to the satisfaction of the CO. The payment will be made pursuant to FAAAMS 3.3.1-34 Payment by Electronic Funds Transfer/Central Contractor Registration.
- (b) Compliance with these instructions will reduce correspondence and other causes for delay to a minimum, and will thus promote prompt payments to the Contractor. Invoices shall be submitted no more frequently than once per month unless prior written consent is obtained from the CO and supporting cost documentation is as described in this section.
- (c) Invoices shall be submitted in hard and soft copy as established below:

Accounts Payable	Federal Aviation Administration Accounts Payable AMZ-110 PO Box 25710 Oklahoma City, OK 73125 or VIA FEDERAL EXPRESS Federal Aviation Administration Accounts Payable, AMZ-110 6500 S MacArthur Blvd. Oklahoma City, OK 73169	Original and One (1) copy
Contracting Officer	See Paragraph G.2	One (1) hard and (1) soft copy
COTR	See Paragraph G.2	One (1) hard and (1) soft copy

- (d) Upon completion, termination, or expiration of the contract, the Contractor shall submit a final voucher clearly marked "FINAL". The final voucher shall contain an itemized accounting of total contract costs that includes:
- Certification that all contractual requirements have been satisfied; and
 - Certification that all previous Contractor vouchers have been paid.

- (e) Final annual indirect (burden) cost rates will be adjusted in accordance with AMS Clause 3.2.4-5, Allowable Cost and Payment.

G.9 ALLOWABILITY AND PAYMENT OF SELECTED ITEMS OF COST UNDER THIS CONTRACT

- (a) Training: The Government will not allow costs, nor reimburse costs associated with the Contractor training employees in an effort to attain and/or maintain minimum personnel qualification requirements of the contract. Other training may be approved on a case-by-case basis within an approved TO. Attendance at workshops or symposiums is considered training for the purposes of this Clause.
- (b) General Purpose Office Equipment (GPOE) and Information Technology (IT): The cost of acquisition of GPOE and IT shall not be allowable as direct charges to this contract. The Contractor is expected to have the necessary GPOE and IT required to perform the Task Orders issued under this contract. GPOE means equipment normally found in a business office such as desks, chairs, typewriters, calculators, file cabinets, etc. IT means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, movement, control, display, switching, interchange, transmission, or reception of data or information. IT includes computers, ancillary equipment, software, firmware and similar products, services (including support services), and related resources.
- (c) Only costs expended in support of specific approved and issued Task Orders are allowable under this contract. When specific Task Orders appropriately require purchase of material, equipment, hardware or software, said items will be called out in the Task Orders as being required in direct support of administration or performance of the Task Order.

G.10 TRAVEL REIMBURSEMENT

G.10.1 Reimbursement

The Contractor will only be reimbursed for travel expenses that are allocable, allowable, and reasonable. All Contractor travel shall be identified in an approved TO. Except as otherwise provided herein, the Contractor shall be reimbursed for travel on the basis of actual expenses incurred in accordance with the FAA Contract Cost Principles and AMS Clause 3.3.2-1, FAA Cost Principles (October 1996), subject to the following:

- All travel, whether it is within the continental United States or outside the continental United States, must be accomplished by commercial carrier, rail, privately-owned automobile or auto rental, and the cost paid by the Contractor. The Government will

reimburse the Contractor in accordance with the FAA Contract Cost Principles for domestic transportation.

- The travel reimbursement herein includes only that travel (commercial carrier, or private automobile or auto rental) performed from the Contractor's facilities to the site of work, between the site of work, and from the site of work to the Contractor's facilities. Travel within a Government installation where Government transportation is available, and travel performed for personal convenience, including daily travel to and from work, will not be reimbursed.
- Relocation costs and travel costs incidental to relocation must be approved in advance by the FAA Contracting Officer in order to be reimbursable under this contract.
- The Contractor must use alternate airports where available and within a reasonable commuting distance if it will result in lower costs.
- The Contractor must conduct a cost analysis prior to the start of travel to determine the overall most cost effective means.

G.10.2 Per Diem

The Contractor will be reimbursed for the expense of meals, lodging, transportation between places of lodging or business and places where meals are taken, and any other miscellaneous travel and living expenses incurred in the performance of this contract at the per diem rate as set forth in the FAA Contract Cost Principles. Per Diem shall be payable only when the Contractor's employee is in an authorized travel status. The per diem rate shall be established in accordance with the FAA Contract Cost Principles. Receipts are required for all Per Diem Expenses exceeding \$75.00. If the Contractor can demonstrate to the FAA Contracting Officer that copies of receipts can be made available upon request, the Contracting Officer may waive the requirement to submit receipts over \$75.

G.10.3 Contractor Use of Government Discount Rate

- (a) To the maximum extent practicable, and consistent with travel requirements, the Contractor agrees to use the reduced air transportation rates and reduced hotel accommodation rates provided through available Government discount rates. These discount rates are for bona fide employee travel that is otherwise reimbursable as a direct cost pursuant to the contract, when use of such rates results in the lowest overall cost.
- (b) Upon receipt of a list of eligible Contractor employees, the Contracting Officer will provide the Contractor with an agency letter of identification for presentation to participating airlines and hotels.

- (c) The Federal Travel Directory, which the GSA publishes monthly, identifies current contract airlines and hotels. The symbol in the Federal Travel Directory for discount hotel rates is CRC.

G.11 ANNUAL INDIRECT COST RATE SUBMISSIONS

- (a) In accordance with FAAAMS 3.2.4-5, Allowable Cost and Payment, the Contractor, within 90 days after the expiration of its fiscal year, shall submit, to the Contracting Officer or the cognizant Governmental Agency (i.e., DCMA) responsible for negotiating its final indirect cost rates, proposed final indirect cost rate or rates for that period based on the Contractor's actual cost experience during that period, together with supporting data. As the prime contractor, the Contractor will be responsible for obtaining and forwarding one (1) copy of each major subcontractor's report to the Contracting Officer.
- (b) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the cost principles in effect as of the date of this contract.
- (c) The settlement of the final indirect cost rates and indirect costs shall be accomplished prior to the Contracting Officer's approval of the final payment.
- (d) Pending settlement of final indirect cost rates for any period, the Contractor shall be reimbursed at billing rates acceptable to the Contracting Officer or the cognizant Governmental Agency (i.e., DCMA). These billing rates are subject to appropriate adjustment when the final indirect cost rates are settled. On an annual basis, the Contractor shall provide to the Contracting Officer or the cognizant Governmental Agency (i.e., DCMA), within 90 days after the expiration of its fiscal year, a billing rate proposal with supporting data. If billing rates change at any time during the contract performance period, the Contractor shall notify the Contracting Officer in writing. Upon review of the annual billing rate proposal or any notification of substantial rate change during the contract performance period, the Contracting Officer may adjust the approved billing rate(s). Such adjustment may apply retroactively and/or prospectively. In the event the adjustment is to be applied retroactively, the Contractor shall make appropriate adjustments on its next voucher.

G.12 RELEASE OF GOVERNMENT OBLIGATION

The Contractor, and each assignee under an assignment entered into under this contract, and in effect at the time of final payment under this contract, shall execute and deliver, as a condition precedent to final payment under this contract, a release discharging the Government, its officers, agents, and employees of and from all liabilities, obligations, and claims arising out of or under this contract, subject only to the following exceptions:

- Specified claims in stated amounts, or in estimated amounts if the amounts are not susceptible of exact statement by the Contractor; and
- Claims, together with reasonable incidental expenses, based upon the liabilities of the Contractor to third parties arising out of performing this contract, that are not known to the Contractor on the date of the execution of the release, and of which the Contractor gives notice in writing to the Contracting Officer not more than one (1) year after the date of the release or the date of any notice to the Contractor that the FAA is prepared to make final payment, whichever is earlier.

G.13 CONTRACTOR'S REMITTANCE ADDRESS

To be filled out by Contractor

Electronic payment sent to:



Bank Information:

Title on Bank Account:

EFT Information

Routing/ABA Number:



Bank Account Number:



Bank Contact:

Contractor Implementation Contact:



G.14 SUBCONTRACTING REPORTS

In accordance with Section I Clause 3.6.1-4 "Small, Small Disadvantaged, Women-Owned and Service-Disabled Veteran Owned Small Business Subcontracting Plan," the Contractor must submit completed SF294 and SF295 Subcontracting Reports to the FAA Contracting Officer and to the FAA Office of Small and Disadvantaged Business Utilization (OSDBU) at Fred.Dendy@faa.gov. These reports must be submitted semi-annually during contract

performance for the periods ended March 31st and September 30th. A separate report is required for each contract at contract completion.

G.15 ACCOUNTING AND APPROPRIATION DATA

This contract is incrementally funded. See AMS Clause 3.3.1-14, Limitation of Funds (April 1996). In accordance with the Limitation of Funds Clause, the following funds are available under this contract.

Accounting and Appropriation data to be cited on each individual Task Order.

PART I - SECTION H SPECIAL CONTRACT REQUIREMENTS

H.1 REPRESENTATIONS AND CERTIFICATIONS

The Representations and Certifications made by the Contractor in its response to the SIR pursuant to which this contract was awarded shall be deemed to be incorporated herein by reference and made a part of the contract.

H.2 INTERPRETATION OF CONTRACT (NOTICE OF AMBIGUITIES)

- (a) This written contract and any and all identified writings or documents incorporated by reference herein or physically attached hereto, constitute the parties' complete agreement, and no other prior or contemporaneous agreements either written or oral shall be considered to change, modify or contradict it. Any ambiguity in the contract will not be strictly construed against the drafter of the contract language, but shall be resolved by applying the most reasonable interpretation under the circumstances, giving full consideration to the intentions of the parties at the time of contracting.
- (b) It is the obligation of the Contractor to exercise due diligence to discover and to bring to the attention of the Contracting Officer at the earliest possible time, any ambiguities, discrepancies, inconsistencies, or conflicts in or between the specifications and the applicable drawings or other documents incorporated by reference herein. Failure to comply with such obligations may be deemed a waiver and release of any and all claims for extra costs or delays arising out of such ambiguities, discrepancies, inconsistencies and conflicts.

H.3 PERSONAL SERVICES

- (a) No personal services shall be performed under this Contract. No Contractor employee will be directly supervised by the Government. All individual Contractor employee assignments, and daily work direction, shall be given by the applicable Contractor supervisor. If the Contractor believes that any Government action or communication has been given that would create a personal services relationship between the Government and any Contractor employee, the Contractor shall promptly notify the Contracting Officer of this communication or action.
- (b) The Contractor shall not perform any inherently Governmental functions under this contract. No Contractor employee shall hold him or herself out to be a Government employee, agent.

or representative. No Contractor employee shall state orally or in writing at any time that he or she is acting on behalf of the Government. In all communications with third parties in connection with this contract, Contractor employees shall identify themselves as Contractor employees and specify the name of the company for which they work. In all communications with other Government contractors in connection with this contract, the Contractor employee shall state that they have no authority to in any way change the contract and that if the other Contractor believes this communication to be a direction to change their contract, they should notify the Contracting Officer for that contract and not carry out the direction until a clarification has been issued by the Contracting Officer.

- (c) The Contractor shall insure that all of its employees working on this contract are informed of the substance of this Clause. Nothing in this Clause shall limit the Government's rights in any way under any other provision of the contract, including those related to the Government's right to inspect and accept the services to be performed under this Contract. The substance of this Clause shall be included in all subcontracts at any tier.

H.4 TASK ORDER PERFORMANCE EVALUATION

- (a) Past performance is an indicator of a Contractor's ability to perform successfully. Under this contract, performance will be evaluated on each Task Order (TO).
- (b) For each TO, the following items will be evaluated:
- Technical accuracy of deliverables;
 - Quality of services delivered;
 - Timeliness of deliverable and/or services;
 - Cost control of TO;
 - Attrition and Retention of Employees;
 - Small business subcontracting requirements; and
 - Contractor's responsiveness to customer requirements.
- (c) The Contractor will be provided with a copy of all TO past performance evaluations and an opportunity to respond to disputed items.
- (d) The FAA's Task Order Evaluation findings are not subject to the "Contract Disputes" Clause.

H.5 CONTRACTOR PERSONNEL

H.5.1 Employee Termination

The Contractor shall notify the COTR within 24 hours, or the next business day, whenever an employee performing work under this contract terminates employment. The Contractor will be responsible for returning all Department of Transportation (DOT)-issued Contractor/employee identification and all other DOT property, including Government-furnished information, to the Contracting Officer.

H.5.2 Employee Work Hours

Each Contractor employee shall, under normal circumstances, work an eight-hour shift daily, and a 40 hour work week. The time of the shift will normally be within the office hours of 6:00 a.m. to 6:00 p.m., Monday through Friday. Exceptions to this include DCAA approved alternate work schedules, as well as excused absences and observed holidays. Individual Task Orders may establish work hours specific to that Task Order. Contractor employees that are assigned to work in Government facilities shall observe all Federal Holidays and Government closings for the Government facility out of which they work.

H.5.3 Overtime

“Overtime” is defined as “time worked by a Contractor’s employee, for any given pay period, in excess of an average of 40 hours per week in a pay period.” See Section I.2.6, FAA AMS Clause 3.6.2-17, Payment of Overtime Premiums. The cost incurred for overtime not approved in accordance with the Clause above shall be deemed an unallowable cost.

H.5.4 Contractor Staff Training

(a) The Contractor shall provide fully trained and experienced personnel (including replacement personnel) required for performance of this contract. This includes training necessary for keeping personnel abreast of industry advances and for maintaining proficiency within an employee’s labor category. Training of personnel shall be performed by the Contractor at its own expense, except for the following upon COTR approval:

- When the Government has given prior approval for training to meet special requirements that are peculiar to a particular TO;
- Limited training of Contractor employee(s) may be authorized when the Government changes software during performance of this contract and it is determined to be in the best interest of the Government; and

- Training for Contractor employees to attend seminars, symposia, or user group conferences when certified by the Contractor, COTR and CO that attendance is mandatory for the performance of a TO.
- (b) When training is authorized by the Government under the conditions set forth above, the Government may reimburse the Contractor for labor, tuition, and travel. However, each occurrence will be handled and negotiated on a case-by-case basis.

H.5.5 Supplemental Personnel Identification Verification (PIV) Instructions

- (a) In addition to the instructions contained in FAA AMS Clauses 3.14-2 and 3.14-4, the Contractor shall utilize the instructions detailed below when applying for a Personal Identity Verification (PIV) Card.
- (b) The Contractor shall submit a letter to the Servicing Security Elements (SSE), with a copy to the Contracting Officer and COTR, to notify the FAA that the Contractor has employed individuals to work on a specific contract and request security processing. The letter should contain Contractor name, contract number, contract expiration date, employee name, position and email address, as well as email addresses for all Contractor and government personnel who are to be notified of the clearance status, including the Contracting Officer and COTR. This letter is to be delivered to the Security Service Center located in the FAA Headquarters Building (Room 109, Orville Building) no later than 30 days after contract award, with the following documentation for each employee:
- Standard Form (SF) 85P, Questionnaire for Public Trust Positions, revised September 1995 – The SF 85P shall be completed (all questions answered) in accordance with the instruction sheet;
 - Form I-9, Employment Eligibility Verification, revised June 16, 2008 – The Form I-9 shall be completed (all questions answered) in accordance with the instruction sheet. The form is available on line at www.forms.gov; and
 - One fingerprint card (FD-258) – Fingerprinting facilities are available through the Security Service Center and local police departments. All fingerprint cards shall be written in black ink or typewritten with all answerable question blocks completed and shall be signed and dated within a 60-day period.
- (c) Once the fingerprint background investigation is completed and adjudicated favorably, the support Contractor personnel shall begin the process to secure an FAA official ID badge. To do so, the Contractor personnel must apply for a Personal Identity Verification (PIV) Card online at <http://idms.faa.gov/1681>. Applications can also be submitted, in person, at FAA 800 Independence Ave, Room 109, Washington, DC. This application is located on the FAA

intranet. If Contractor personnel do not have access to this site, they may bring a signed DOT F 1681 form and complete the online form at the kiosk located inside the Security Service Center. (Note: William J. Hughes Technical Center requires additional badging for access to those FAA facilities and laboratories. PIV instructions for this location will be provided within individual Task Orders.)

- (d) After completing the application, an email will be sent to the selected sponsor who will approve or disapprove the request. When approved by the sponsor, the Contractor personnel will receive an email to report to the Security Service Center (Room 109, Orville Building) for enrollment. They will be required to bring two (2) forms of identification identified in DOT F1681.

H.6 SUBCONTRACTING

H.6.1 Small Business Subcontracting Plan (Applicable to Only Large Business Prime Contractors)

The Contractor's approved Small Business Subcontracting Plan is incorporated into the contract as Volume IX (Small Business Subcontracting Plan).

H.6.2 Limitation on Subcontracting (Applicable to Only Small Business Prime Contractors)

FAA AMS Clause 3.6.1-7, Limitations on Subcontracting (July 2008) is applicable to small business prime contractors. See Section I.

H.6.3 Notification and Consent to Place Subcontracts/Consultant Agreements

- (a) Contractor requirements to notify and request consent before placing subcontracts or consultant agreements are established in AMS Clause 3.10.2-2, Subcontracts (see Section I.2.10) and is applicable to this effort.
- (b) The Contractor has placed subcontracts and consultant agreements with the following subcontractors/consultants:

SUBCONTRACTOR'S/CONSULTANT'S NAME AND ADDRESS

(To be filled out at award, and as Subcontractor/Consultant Agreements
are executed and consented to, as required by AMS Clause 3.10.2-2)

H.6.4 Responsibility of Prime Contractor to Make Payment to Subcontractors

- As the prime Contractor, the Contractor shall be responsible for making flow down payments due to subcontractors in a timely manner consistent with FAA payments to the Contractor or sooner, if appropriate. The Contractor should not infer that payments to subcontractors are predicated or guaranteed solely on FAA payments to the Contractor.

H.6.5 Clauses Applicable to Subcontracts

The following contract Clauses shall flow down to subcontractors under the circumstances as described under the usage column.

LISTING OF MANDATORY FLOW DOWN CLAUSES TO SUBCONTRACTS			
CONTRACT REF.	CLAUSE	TITLE	USAGE
G.9		Allowability and Payment of Selected Items of Cost Under This Contract	Include in all subcontracts
G.10		Travel Reimbursement	Include in all subcontracts
H.7		Confidentiality of Data and Information	Include in all subcontracts
H.8		Release and Dissemination of Information	Include in all subcontracts
H.16		Organizational Conflict of interest	Include in all subcontracts
Section I	3.14-4	Access to FAA Systems and Government-Issued Keys, Personal Identity Verification (PIV) cards, and Vehicle Decals	Include in all subcontracts
Section I	3.1.7-1	Exclusion from Future Agency Contracts	Include in all subcontracts
Section I	3.1.7-2	Organizational Conflict of Interest	Include in all subcontracts
Section I	3.1.7-5	Disclosure of Conflicts of Interest	Include in all subcontracts
Section I	3.7-1	Privacy Act Notification	Include in all subcontracts